

October 22, 2015

An Open Letter to Maryland Providers of Services
For People with Intellectual and Developmental Disabilities

Dear Provider,

You are probably aware that the State of Maryland has awarded a contract to Johnston, Villegas-Grubbs and Associates LLC (JVGA) to conduct a study of the costs of providing services, for the purpose of establishing a fair and equitable rate system for these services. We've done quite a bit of work like this (please see www.jvga.com) and are delighted to have been chosen for this work, and for the opportunity to be involved with Maryland.

We do not work from surveys, for a variety of reasons, and prefer to work from the cost accounts of your agencies taken directly from the general ledgers you operate. This letter is a formal request for that information. What we are asking for is the total dollars that have been spent through your cost accounts for the period of State Fiscal Year (SFY) 2014 (July 2013 – June 2014), by cost account line item. We do not need income account information, or balance sheet information. We ask only that you download the cost account line items into a spreadsheet and send it to us at: jvgateam@gmail.com with "MD General Ledger" in the subject line. We believe it should be a simple matter of downloading the information right from your accounting software (eg: Quickbooks) to Excel Spreadsheet. The format would be as follows:

<u>Account Number</u>	<u>Account Title</u>	<u>Total Dollars (annual SFY 2014)</u>
5525	Program Supplies	\$25,000

In a separate tab please let us know which services (programs) are represented in the cost amounts. Also please let us know if the information is consolidated (you have multiple funding streams) or is exclusive to the work you do with developmental disabilities. We invite you to tell us anything else you believe we should know about the people you serve, but ask that you do not include any of their names or Medicaid ID numbers.

We are inviting ALL providers in Maryland to submit ledger information of this sort to us, and we will be selecting sixty providers to do intense follow-up work with, in the form of telephone interviews and possible face-to-face meetings with us when we are in Maryland.

Please do not send us the information in Word or PDF format. Everything should be sent in a Microsoft Excel format. We are requesting the information be sent to us by close-of-business November 13, 2015.

We truly believe that the success of this endeavor depends on the very real involvement of the provider community as well as the input of people who use these services and their families, and so we wish to extend our very sincere thanks to you in advance, for your contribution.

Regards,

John Villegas-Grubbs, MBA, MC
Principal, JVGA